

Staff Report

Subject: Approval of Quote OG-0003699 and Proposal from OpenGov for a Procurement Management System

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Department: County Manager/Purchasing

Meeting Date: June 7, 2022

Item Description: Quote OG-0003699 and Proposal from OpenGov for a Procurement Management System

Summary Recommendation: Staff requests Quote OG-0003699 and Proposal from OpenGov for a Procurement Management System

Executive Summary/Background:

- All procurement is handled by one employee working with all of the County Departments. This involves managing multiple RFP/ITB/RFQ documents, projects, and department requests at the same time. Currently, this is handled via email, Microsoft Word documents, and Excel spreadsheets, with multiple versions, files, updates, etc., which can sometimes lead to delays in projects due to confusion or incorrect information being shared.
- OpenGov allows for the whole process to be handled in their system to alleviate all of this. Department Heads will be given access to the program and they will be able to log in and create the procurement request themselves. Once the information is put in, the system will begin to automatically create the RFP/ITB/RFQ document based on the type of request. Outside vendors, such as engineers working on a project, will also be able to access and update information as needed. This creates a one-stop-shop for everyone to work from the same information at the same time.
- Once the document is complete, the bidding document can be posted and sent to vendors from the same site. A master calendar will list and alert those involved for all major dates such as question deadlines, addendum postings, etc.
- This also allows for Vendors or Contractors to submit electronic bids, instead of the paper bids required now. The system will walk vendors/contractors through the submittal process and once the document is completed and submitted, the system will lock it in, keeping with the sealed bid process. No one will be able to access those submittals until after the official bid closing deadline.
- Once that deadline is reached, we will be able to access the submittals for review. For contracting bids, a bid tabulation will automatically be created by the system, eliminating the need and time to create a spreadsheet. For more in-depth submittals, it will also walk you through an evaluation process. Contract templates will be in the system as well, so populating the information in the

contract for award will also be streamlined. The system will also send alerts as the term of a contract is ending, COI expiration, or other important contractual dates.

- The cost for the program is an annual fee of \$17,497.00. Each renewal term will increase by 5%. By approving the agreement with PSA, we are able to take advantage of a discounted bundle rate. A breakdown of the solutions offered for that fee is listed on page 20 of the proposal. Summarized as follows:
 - Supplier Engagement, Evaluations, Awards - \$7,624
 - Solicitation Development - \$7,624
 - Contract Management - \$5,964
 - Reporting & Transparency Platform – Included
- There is a one-time fee required in addition to the annual fee which includes project management, implementation, configuration, testing, data migration, etc. for the program at a PSA contractual rate of \$200.00/hour. This breakdown is also listed on page 20. OpenGov was about to decrease the hours from 115 to 95, bringing the total due upon completion of training to \$19,000. We will not be charged for hours not used.

Alternatives for Commission to Consider

1. Approval of Quote OG-0003699 and Proposal from OpenGov for a Procurement Management System in the amount of \$17,497.00 for the first year and a not-to-exceed training/implementation fee of \$19,000.00
2. Take no action

Recommended Alternative: 1

Other Alternatives: 2

Department Review: County Manager, Finance, Purchasing

Funding Source: Dept. 111 Operating Budget

Attachments: